



**OFFICE OF ENERGY PROJECTS
DIVISION OF HYDROPOWER ADMINISTRATION & COMPLIANCE**

MANAGING HYDROPOWER PROJECT EXHIBITS

INTRODUCTION

In the hydropower project approval process, the project owner (licensee/exemptee) is required to submit drawings showing all project features, project boundaries, and all plans related to the development of the project (e.g. recreational plans). The plan sheets are considered exhibits and each is individually referred to as an exhibit drawing. The plans are submitted to the Commission for review, and once approved; each sheet of the plans is assigned an exhibit number and a sequential drawing number.

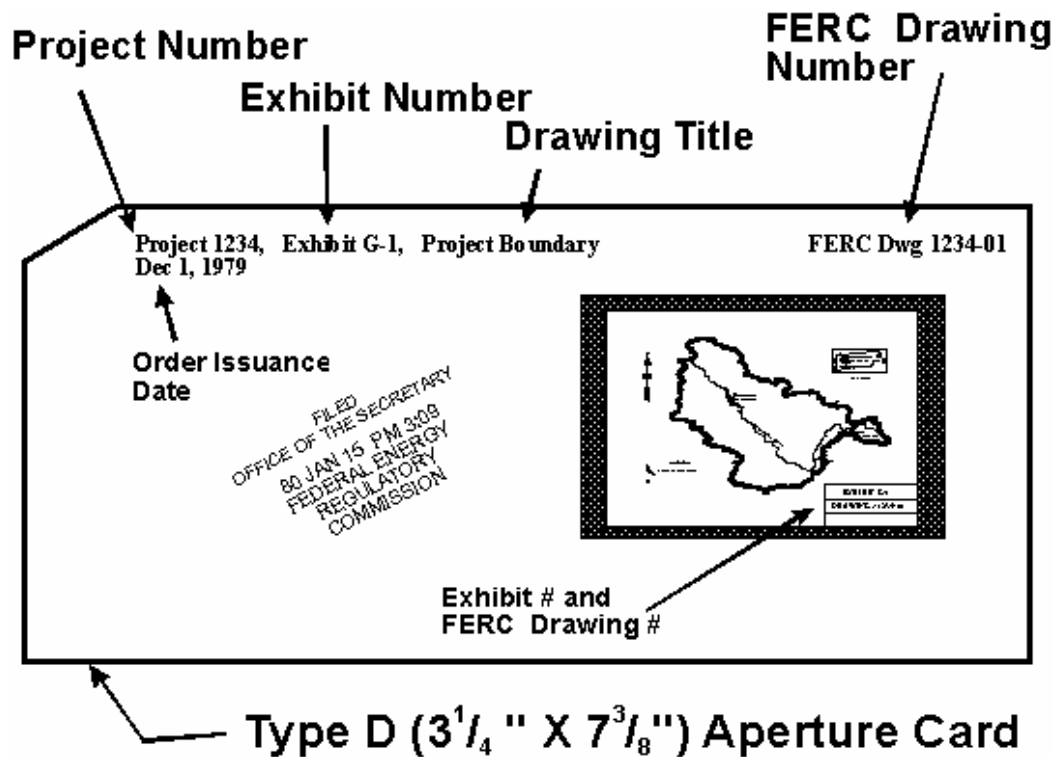
The Office of Energy Projects (OEP) assigns and tracks exhibit drawings for proposed, licensed, and exempted hydropower projects. Along with the authorizing document (Preliminary Permit, License, or Exemption), exhibit drawings are the primary source of information about a hydropower project. Once a project is authorized, exhibit drawings are transferred to aperture card format and filed with the Commission for long term storage. Exhibit drawings are not generally stored in aperture card format for proposed projects; however, the drawings themselves are necessary in order to track the boundary of a project for land withdrawal from public use. The OHL coordinates with the U.S. Department of Interior's Bureau of Land Management (BLM) for those proposed projects on federal lands.

EXHIBIT DRAWINGS AND APERTURE CARDS

Exhibit drawings for every hydropower project are kept on file at the Commission. There are three basic categories of exhibit drawing information the Commission requires for hydropower projects:

- project works,
- project boundaries, and
- recreational facilities

Exhibit drawings are converted to aperture card format because they provide a durable medium for storing information about a hydropower project's features and boundaries. For each exhibit drawing there should be a corresponding aperture card. The microfilm copies must contain an image of the exhibit drawing and conform to the specifications described in the Commission's regulations at CFR §4.39. Each aperture card must contain the exhibit drawing mounted on silver or gelatin 35mm microfilm mounted on Type D (3 1/4" X 7 3/8") aperture cards. When an exhibit drawing needs to be reviewed, the microfilmed image can be easily viewed on a screen or enlarged and printed on paper to a working size. Typical information contained on an aperture card is shown below:



In transferring the exhibit drawing information to an aperture card, the card must be labeled with specific information, such as project number and drawing number, date of approval, etc. to allow for ease in filing and retrieval at a later date. This information can be found in the Commission order that approves the exhibit drawings.

BENEFITS

Aperture cards are preferred over paper copies of drawings for the following reasons:

- (1) They provide greater durability and shelf life;
- (2) The entire library of plan drawings for all hydropower project authorized by the Commission can be conveniently stored on-site in a vertical card file, eliminating the need for a large storage room for paper drawings. Paper copies of all filings are stored off-site in the FERC's records retention facility, and
- (3) Paper copies of the aperture cards can be easily made without damaging the card or the information.

PRELIMINARY PERMITS & LICENSE APPLICATIONS

Exhibit drawings are generally not transferred to aperture card format in the pre-authorization review process. However, for those projects proposed on federal lands, it is extremely important the FERC and BLM concurrently track land withdrawals. By statute (Section 24 of the FPA), federal lands are considered withdrawn upon receipt of a hydropower project application, so it is important that the BLM be notified of the withdrawal as soon as possible and receive a copy of the application, boundary exhibits, and form FERC-587. The exhibits need not be in aperture card format; however, it is the responsibility of the appropriate licensing branch to make sure the BLM receives the information promptly. Additional information regarding the appropriate information to file can be obtained by contacting Mark Hooper at 202-502-8836.

PROJECT APPROVAL

When a hydropower license or exemption is issued by the Commission, the appropriate exhibit drawings are approved and incorporated into the authorizing document. Only those exhibit drawings that are relevant to the project are approved by the Commission and assigned FERC exhibit and drawing numbers. The authorizing license or exemption will contain a section specifying the exhibit drawings incorporated into the document. However, it is important to note that older exemptions (1980's era) frequently incorporate by reference the exhibits submitted as part of the application. Project owners are required to file aperture cards of all approved exhibit drawings.

FILING REQUIREMENTS

Aperture cards for approved exhibit drawings are required for both licenses and exemptions -See CFR §4.32(d)(1) and §4.201(b)&(c). The license/exemption will also require the filing of project boundary aperture cards with the BLM if the project includes federal lands. The following are examples of ordering paragraphs:

No Federal Lands Involved

Within 45 days of the date of issuance of the license, the licensee shall file three original sets of aperture cards of the approved exhibit drawings. The sets must be reproduced on silver or gelatin 35mm microfilm and mounted on type D (3 1/4" X 7 3/8") aperture cards.

Prior to microfilming, the FERC Drawing Number (####-# through ####-##) shall be shown in the margin below the title block of the approved drawing. After mounting, the FERC Drawing Number must be typed on the upper right corner of each aperture card. Additionally the Project Number, FERC exhibit (e.g., F-1, G-1, etc.), Drawing title, and date of this license must be typed on the upper left corner of each aperture card.

Two sets of aperture cards must be filed with the Secretary of the Commission. The remaining set of aperture cards shall be filed with the Commission's _____ Regional Office.

Federal Lands Involved

Within 45 days of the date of issuance of the license, the licensee shall file four original sets of aperture cards of the approved drawings. The sets must be reproduced on silver or gelatin 35mm microfilm and mounted on type D (3 1/4" X 7 3/8") aperture cards. In addition, the licensee shall file form FERC-587 with the aperture cards.

Prior to microfilming, the FERC Drawing Number (####-# through ####-##) shall be shown in the margin below the title block of the approved drawing. After mounting, the FERC Drawing Number must be typed on the upper right corner of each aperture card. Additionally the Project Number, FERC exhibit (e.g., F-1, G-1, etc.), Drawing title, and date of this license must be typed on the upper left corner of each aperture card.

Two sets of aperture cards along with form FERC-587 must be filed with the Secretary of the Commission. The third set of aperture cards shall be filed with the Commission's _____ Regional Office. The remaining set of aperture cards and a copy of form FERC-587 shall be filed with the Bureau of Land Management office at the following address:

State Director
Bureau of Land Management
City, State Zip
ATTN: FERC Withdrawal Recordation

AS-BUILT EXHIBITS FOR NEW CONSTRUCTION

If a hydropower project approval includes authorization for new project features, a license article will require the licensee to file as-built exhibits with the Commission within 90 days from date of completion of project construction. The exhibits are reviewed to determine their compliance with the license, with the Commission's rules and regulations, and with sound engineering practices. The terms and conditions of an Exemption generally do not require the filing of as-built exhibits. However, Commission approval is required if the constructed features differ substantially from those authorized.

INSTRUCTIONS

Public Land States (Rectangular Survey System Lands)

1. Identify the project boundary maps in the license, preliminary permit, or exemption, or in the application for license, amendment of license, preliminary permit, or exemption.
2. Identify the townships of the public land surveys (or official protractations thereof if unsurveyed) located within the project boundary as shown on the maps.
3. Complete a land description form for each township identified, regardless of the ownership status of the lands. All entries should be typed. Only one project number should appear on each form.
4. Each project boundary map filed with an acceptable application for license is given a map number consisting of the project number followed by a hyphen and a sheet number assigned by the Federal Energy Regulatory Commission (FERC). If the FERC sheet numbers have been assigned, they must be used on the land description forms. In those cases where FERC has not assigned sheet numbers, assign letter designations A, B, C, etc., in lieu of FERC sheet numbers. Permittees and permit applicants must assign letter designations since FERC does not assign sheet numbers for permits. The sheet numbers or letters are to be entered in the appropriate place on the land description forms to provide references to the maps. For example, if sheets 38 and 44 show the project boundary in section 32 of a township, the numbers 38 and 44 would be inserted in the box on the land description form representing section 32. The completed land description form will identify the sections of the township affected by the project (both Federal and non-Federal lands) and provide references to the maps that show the project boundary in those sections.
5. Microfilm copies of the project boundary maps must be submitted with the land description forms as directed by FERC. Each map must be reproduced on silver or gelatin 35 mm microfilm mounted on type D (3-1/4" x 7-3/8") aperture cards. The project number followed by a hyphen and sheet number or letter must be typed on the front of each card in the upper right corner.
6. Mail a copy of the completed land description forms and aperture cards to:

Secretary
Federal Energy Regulatory Commission
888 First Street N.E.
Routing Code PJ-12
Washington, DC 20426

Another copy must be mailed to the Bureau of Land Management state office(s) involved.

7. Keep the land description forms and project boundary drawings up-to-date. If the project boundary changes, revised land description forms and drawings must be provided to the Commission immediately. The revised land description forms must be fully completed so as to supersede (not supplement) earlier forms. Mail updates in accordance with instruction 6.

If there are any questions, please contact the FERC at (202) 502-8836

LAND DESCRIPTION

Public Land States
(Rectangular Survey System Lands)

STATE _____ FERC PROJECT NO. _____

TOWNSHIP _____ RANGE _____ MERIDIAN _____

Check one:
☐ License
☐ Preliminary Permit

Check one:
☐ Pending
☐ Issued

If preliminary permit is issued, give expiration date: _____

EXHIBIT SHEET NUMBERS OR LETTERS

Section 6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

contact's name _____ telephone no. () _____ date submitted _____

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This information is necessary for the Federal Energy Regulatory Commission to discharge its responsibilities under Section 24 of the Federal Power Act.

INSTRUCTIONS

Non-Public Land States (and Non-Rectangular Survey System Lands in Public Land States)

1. Identify the project boundary maps in the license, preliminary permit, or exemption, or in the application for license, amendment of license, preliminary permit, or exemption.
2. Identify the Federal reservation and the Federal tract(s), if any, in the Federal reservation that are located within the project boundary as shown on the maps.
3. Complete a land description form for each Federal reservation with lands inside project boundaries. If more than one land description form is required to list the Federal tracts, page numbers must be shown in the upper right corner of the form, e.g., page 1 of 2. Do not list more than one project or state on each form. All entries should be typed.
4. Each project boundary map filed with an acceptable application for license is given a map number consisting of the project number followed by a hyphen and a sheet number assigned by the Federal Energy Regulatory Commission (FERC). If the FERC sheet numbers have been assigned, they must be used on the land description forms. In those cases where FERC has not assigned sheet numbers, assign letter designations A, B, C, etc., in lieu of FERC sheet numbers. Permittees and permit applicants must assign letter designations since FERC does not assign sheet numbers for permits. These sheet numbers or letters should be entered on the lines provided under "Exhibit Sheet Numbers) or Letter(s)" opposite the corresponding Federal tract identification designated by the Federal land holding agency.
5. Microfilm copies of the project boundary maps must be submitted with the land description forms as directed by FERC. Each map must be reproduced on silver or gelatin 35 mm microfilm mounted on type D (3-1/4" x 7-3/8") aperture cards. The project number followed by a hyphen and sheet number or letter must be typed on the front of each card in the upper right corner.
6. Mail a copy of the completed land description forms and aperture cards to:

Secretary
Federal Energy Regulatory Commission
888 First Street N.E.
Routing Code PJ-12
Washington, DC 20426

Another copy must be mailed to the Bureau of Land Management state office(s) involved.

7. Keep the land description forms and project boundary drawings up-to-date. If the project boundary changes, revised land description forms and drawings must be provided to the Commission immediately. The revised land description forms must be fully completed so as to supersede (not supplement) earlier forms. Mail updates in accordance with instruction 6.

If there are any questions, please contact the FERC at (202) 502-8836.

LAND DESCRIPTION

Non-Public Land States
(and Non-Rectangular Survey System Lands in Public Land States)

STATE _____ FERC PROJECT NO. _____

FEDERAL RESERVATION: _____

FEDERAL LAND HOLDING AGENCY: _____

Counties: _____

Check one:

☐ License

☐ Preliminary Permit

Check one:

☐ Pending

☐ Issued

If preliminary permit is issued, give expiration date:

Federal Tract(s)
Identification

Exhibit Sheet Number(s)
or Letter(s)

_____ contact's name _____
telephone no. () _____ date submitted _____

This information is necessary for the Federal Energy Regulatory Commission to discharge its responsibilities under Section 24 of the Federal Power Act.